



# STATE OF MONTANA DEPARTMENT OF REVENUE JOB PROFILE

**Working Title**

Accounting Technician

**Job Code Title**

Accounting Technician

**Pay Band**

04

**Job Code Number**

433314

**Citizen Services and Resource Management Division**

Financial and Asset Management Bureau

**Fair Labor Standards Act**

Non-Exempt

The Montana Department of Revenue administers more than 30 state taxes and fees; establishes values for taxable property, including agricultural land, residential real estate, commercial real estate, forest land, business equipment, railroads and public utilities; supervises the operation of the state liquor stores and agencies and administers the laws governing the sale, taxation, and licensing of alcoholic beverages; and returns unclaimed property to its rightful owners.

The Citizen Services and Resource Management Division administers the accounting, purchasing, safety, security, statewide facility functions, call center, forms design, one-stop business licensing coordination, and receipt and distribution of unclaimed property. The Division includes the Financial and Asset Management Bureau and the Citizen Services Bureau. The Financial and Asset Management Bureau is responsible for the accounting and financial management functions of the department including distribution of tax revenues collected, monitoring and payment of department expenses, preparation of budget projections, processing the necessary accounting transactions on the state's financial systems, and analysis of financial transactions impacting the department. The bureau also coordinates the department's purchasing functions and resolves matters regarding safety, security, and facilities for department employees and the agency's office locations statewide.

**Job Responsibilities**

The Accounting Technician provides support services in the areas of accounts payable, accounts receivable, records and document retention and processing, tracking and verifying inter-unit journals, travel claims, purchase orders, and other invoices to ensure payment of department bills. Work includes inputting claims on the Statewide Accounting, Budget, and Human Resource System (SABHRS) for bill payments; maintaining supporting documentation; and processing distributions to cities, towns, and counties. The position reports to the division administrator and does not supervise other staff.

- **Accounts Payable and Receivable 70%**

1. Reconciles accounts payable with department and state accounting systems to ensure accuracy and completeness. Reviews accounting data to identify and resolve errors and problems that may require research or are exceptions to normal processes. Contacts appropriate staff or vendor to clarify questionable purchases or errors. Determines the action to take such as approve and process for payment, deny and send back with a request for additional information, or route to supervisor for further review. The supervisor resolves questionable or non-routine items.
2. Audits invoices, travel vouchers, travel advance requests, and other requests for payment along with supporting documents for completeness and mathematical accuracy. Verifies signatures, contract stipulations, and that the purchase conforms to established guidelines.

3. Verifies that the invoice has not been previously paid by looking through the vendor payment file.
4. Prepares claims for payment which includes determining proper fiscal year of payment, verifying the proper org and coding of the expense, and applying applicable cash discount. Submits payment claims to accountants for approval.
5. Determines proper fiscal year of payment by reviewing invoice date and applying knowledge of "valid obligation criteria" according to state accounting policy. If prior year, researches accrued liabilities by reviewing accrual ledger, identifying that entry is appropriate, and recording proper accounting entry in SABHRS. If no monies are left in prior year, discusses with supervisor necessary action or entries.
6. Determines unpaid current year liabilities at fiscal year-end, contacts appropriate department staff, and establishes fiscal year-end accruals.
7. Assists with fiscal year-end reconciliations by reviewing unpaid purchase orders or invoices and accounts receivable for earned revenue in proper fiscal year. Prepares calculations for estimated outstanding bills based on outstanding invoices and purchases; reviews prior year accrued liabilities; and monitors to ensure payment or proper accounting at fiscal year-end.
8. Input claims on SABHRS for payment and identifies the expense account, org, and fund associated with the payment. Standard SABHRS documents include accounts payable, inter-unit journals, journal vouchers, warrant cancellations, and expenditure accruals. Documents are routed to supervisor for final approval and accounting entries are approved by accounting staff.
9. Monitors and tracks payment history to ensure bills are paid in a timely manner.
10. Processes distribution payments to cities, towns, and counties.
11. Processes deposits of miscellaneous revenue received by the agency. This includes reviewing documentation, verifying payee and amounts, and determining correct source of revenue for coding to SABHRS. Processes interagency transfers received from other state agencies and applies the revenues or coding for the expenditure, compiles appropriate data to support transactions, and accurately enters the corresponding coding into SABHRS.
12. Processes new vendors for input into the state accounting system by researching, entering, and maintaining vendor identification numbers.
13. Logs and monitors voucher identification numbers, correction journals, collection reports, and purchase orders against requisitions. This includes reviewing data for discrepancies by running queries in the state accounting and budgeting system.
14. Reviews monthly SABHRS reports to locate errors or discrepancies; contacts appropriate personnel when discrepancies are discovered; and prepares correction documents by coding documents, entering into on-line SABHRS, and submitting to accountants for approval.

- **Accounting Support Services 25%**

1. Responds to requests and questions by researching accounting records, hard copy and system data reports, and contacting appropriate personnel within the agency or outside of the agency.
2. Maintains document file records. Files information numerically and alphabetically.
3. Reconciles account discrepancies by researching and analyzing supporting documentation in comparison to department records; adjusts SABHRS entries to reflect paper accounting when necessary; and resolves differences with vendors, department staff, and other agency staff.
4. Drafts, edits, and produces financial and operation reports and correspondence utilizing various software applications.

- **Other Duties 5%**

1. Performs a variety of other duties as assigned by the supervisor.

### **Job Requirements**

To perform successfully as an accounting technician, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; and enjoy working with, and for, the public. Skills in math and reconciling figures; identifying and correcting data errors; paying attention to details and accuracy; written, oral, and interpersonal communication; identifying and researching problems to find workable

solutions; customer service; using word processing, spreadsheet, and database software applications; operating specialized data processing systems and hardware; coordinating and performing multiple tasks within short and inflexible timelines by prioritizing and monitoring workload are required.

This position requires knowledge of bookkeeping and basic accounting procedures as they apply to accounts receivable/accounts payable, cash receipting, and reconciliation processes; generally accepted accounting principles; department operations; automated data processing and records management systems; customer service standards; department and statewide budget and accounting systems, accounting procedures and treasury requirements; and state and federal rules including SABHRS manuals, Administrative Rules, travel regulations, Montana Operations Manual, and purchasing rules and regulations; and term contracts. The incumbent is expected to develop a progressively responsible knowledge of department work units, functions, and operations.

- The minimum level of education and job-related work experience needed as a new employee **on the first day** of work is a high school diploma or equivalent and three years of directly related experience in accounting and financial reconciliation and/or bookkeeping and accounting system operations; and/or administrative, technical experience including advanced computer skills or office operations; or remittance processing technologies experience.
  - Other combinations of education and experience will be evaluated on an individual basis.

### **Department Core Values**

- **Respect:** As a representative of the people of Montana, proceeds with the highest level of respect for the dignity of every person contacted through work. Without exception, all people are treated as equally as possible. The employee is a faithful steward of the resources provided to this agency by the citizens of Montana.
- **Integrity:** Conducts work honestly and makes decisions that establish a clear record that the department serves the public with integrity. Apologizes for mistakes and gives credit to others for their cooperation, work, and ideas in achieving positive results. Accountable for their actions and holds others accountable for theirs. Decisions and judgments achieve equity and justice for all parties involved including citizens and co-workers.
- **Productivity:** Consistently strives to minimize the waste of the department's financial, facilities, and human resources. Diligently works to improve the productivity and effectiveness of the work unit. Welcomes and encourages new ideas on improving the results of the department from the public, other officials, colleagues, and supervisors. Approaches work in a manner that builds goodwill, trust, and cooperation internally with other staff and externally with the public.
- **Teamwork:** Maximizes cooperation and teamwork when working with other employees, divisions, and other state agencies. Willing to work with others for the opportunity to learn from their ideas, talents, and knowledge. Seeks to resolve conflicts with other employees and work units in an open and respectful manner that reinforces teamwork. Celebrates the successes of others.

### **Working Conditions**

Must work under stress and pressure due to workload, timeframes, and nature of work; particularly during the year-end processes. At times, the incumbent will deal with angry and difficult individuals to resolve concerns or to bring about compliance with regulations. As a Department of Revenue employee, the incumbent may come into contact with highly confidential financial and tax information and is required to maintain the highest level of confidentiality regarding all information acquired or used in performing this job. This position requires considerable computer and keyboard use. The incumbent may spend considerable time on the phone. Fiscal year-end may require working more than 40 hours in a week. Lifting is infrequent, less than 15 pounds and includes carrying light items such as papers and books. This job requires regular attendance as scheduled by the supervisor. This job cannot be performed at an alternate work site. Incumbent is required to exercise discretion and judgment in handling confidential and sensitive information.

**Special requirements**

- Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.
- Compliance with All Appropriate Montana Tax Laws: An employee's tax status must be current.

**This job profile was produced by the Office of Human Resources in conjunction with the appropriate managers.**

**Division Administrator Review:** The statements in this job profile are accurate and complete.

Signature: Steve Austin, Division Administrator Date: August 2010

**Human Resource Director Review:** The Office of Human Resources has reviewed this job profile.

Signature: JeanAnn Scheuer, Human Resources Director Date: August 2010

**Employee:** My signature below indicates I have read this job profile and discussed it with my supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_